Peachtree Software®

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S P E C I F I C A T I O N S

Back To Basics Accounting System

The Back to Basics™ Accounting System is a double entry, accrual accounting system consisting of three interactive packages for the small business. The complete system includes General Ledger, Accounts Payable, and Accounts Receivable. Both Payables and Receivables can be used independently or in conjunction with General Ledger.

General Features of Back to Basics

- Back to Basics handles a maximum dollar value of $21,474,836.47 and a maximum single transaction dollar amount of $999,999.99.
- All reports may be viewed on 80-column screens or printed on 80-column printers. Reports may not be viewed on 40-column screens other than the IBM® PCjr.
- No external operating system is needed to run the Back to Basics Accounting System.

Features of General Ledger

- Incorporates up to ten departments on the income statement.
- Contains a Cash Sales Journal with a printed reconciliation form.
- Contains Cash Receipts and Cash Disbursements Journals with a check writing/printing option from the Cash Disbursements Journal.
- Allows four-digit account numbers.
- Based on double entry accrual accounting.
- Displays an optional Help function at the account number entry field to scroll the Chart of Accounts (COA).
- Password system security.
- Lets the user modify the income statement and balance sheet.
- Does not accumulate prior year information or financial statements; that is, the income statement shows Month-To-Date and Year-To-Date information.

General Ledger Reports/Forms

- Chart of Accounts
- Trial Balance
- Detailed General Ledger
- General Journal
- Cash Disbursements Journal
- Cash Receipts Journal
- Cash Sales Journal
- Income Statement
- Balance Sheet
- Account Activity Report
- Check Register
- Cash Reconciliation (Form)
- Checks

Features of Accounts Receivable

- Calculates receivables on a balance forward basis (not open item).
- Prints statements and customer mailing labels, but not invoices.
- Password system security.
- Automatically posts to General Ledger.
- Allows up to four different dunning notices to be printed on customer statements.
- Accepts partial payments.
- Handles finance charges.
- Displays an optional Help function at the Customer ID, account number, and invoice number entry fields to scroll customers on file, Accounts Receivable account numbers, and invoices on file, respectively.
- Allows alphabetic or numeric Customer IDs.
- Numbers invoices automatically and allows for manually numbered invoices.
- Accepts partial payments.
- Handles up to ten payment term codes which appear on customer statements.
- Allows entry of up to ten different sales accounts with up to three sales tax accounts per sale.

Accounts Receivable Reports/Forms

- Customer Master List
- Detailed Accounts Receivable Ledger
- Accounts Receivable Summary
- Sales Journal
- Payments Journal
- Finance Charges Journal
- Accounts Receivable Aging
- Customer Reference List
- Statements

Features of Accounts Payable

- Allows up to ten vendor payment term codes.
- Calculates cash discounts available.
- Accepts partial payments.
- Automatically posts to General Ledger.
- Prints checks automatically and allows you to record manually written checks.
- Prints vendor mailing labels.
- Displays an optional Help function at the Vendor ID, account number, and invoice number entry fields to scroll customers on file, Accounts Payable account number, and invoices on file, respectively.
- Allows alphabetic or numeric Vendor IDs.
- Distributes one transaction to up to 15 ledger accounts.

Accounts Payable Reports/Forms

- Vendor Master List
- Accounts Payable Ledger
- Payables Detailed General Ledger
- Purchases Journal
- Accounts Payable Disbursements Journal
- Open Invoice Register
- Cash Requirements Report
- Accounts Payable Check Register
- Payables Chart of Accounts
- Vendor Reference List
- Payments List
- Checks

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03BB3-SPC484